



FINANCE OFFICE FOCUS

DSSN 6796/0017

3rd Quarter 2002

CONTENTS

- 1 Reminders
- 1 Pay News
- 1 Separation News
- 2 Travel News
- 2 Operations News

Finance Officer-Capt J.L Reppert
Asst F.O. – GS11 E.L Berger
Finance Chief– MSgt R.H Baxter

REMINDERS

**ALL FUTURE FINANCE
OFFICE FOCUS NEWSLETTERS
WILL BE SENT ON A
QUARTERLY BASIS (JUL, OCT,
JAN, APR)**

OFFICE HOURS

Monday - Friday
0730-1130 1300-1530

One to One TAD settlement
Monday – Friday 0730-1130

Marines E-5 and below must go to their admin unit for assistance. If further assistance is required, the admin unit must notify the Finance Office prior referring the Marine.

THRIFT SAVINGS PLAN

The current enrollment period for the Thrift Savings Plan ends July 31, 2002

PAY NEWS

OIC – WO L.R Gausepohl
SNCOIC – SSgt D.L Thomas
Contact # - 858-577-6981

MGIB Buy-up (\$600)

Per PAAN 48-02 admin units now have the capability of deducting the additional (Lump sum or installments) MGIB contribution with a diary entry. As of 020701 the Finance Office will no longer accept checks or cash for the MGIB, all elections must be input by the admin unit.

CONFINEES/APPELATE LEAVE

When Marines are sent to confinement, the results of trial must be sent to the Finance Office for filing and monitoring of the pay account.

When sending a Marine on appellate leave, a NAVMC 11060 must be submitted to the Finance Office.

PAYROLLS

The Finance Office sends an email the day following U&E notifying the admin units of any potential special payments. Instructions in the email must be followed to ensure the Marine receives a payment on

payday. All payments will be made via EFT.

SUBMITTING NAVMC 11116's

Ensure all 11116 forms are submitted with a POC name and number.

Ensure all requests for adjustments and payments include a detailed description of the requested action.

SEPARATION NEWS

11060 SUBMISSION

Ensure all separation packages are submitted to disbursing no later than 10 days prior to the Marines' discharge date. Late packages will be processed within 10 working days from the date of receipt.

Separation travel advance requests should be submitted 10 days prior to Marines' expected date of departure.

Separating Marines should keep their account open; payments will be made via EFT.

OUTSTANDING TRAVEL

If a Marine has an outstanding travel claim, submit the claim with the 11060. This will prevent overpayments due to unsettled travel claims.

DROP ENTRIES

Units must run timely drop entries to ensure accurate processing of a

Marine's separation claim. The drop entry signals the Finance Office that the unit will not input further entries that may affect the account.

TRAVEL NEWS

OIC – 2nd Lt A. Maltese
SNCOIC – GySgt K.D Mauk
Contact # - 858-577-6982

ADVANCES

Special requests for advances (i.e. short fuse) should be coordinated by contacting the Travel Section SNCOIC or OIC for assistance to ensure a timely and accurate payment.

SETTLING CLAIMS

It is recommended that members submitting a travel claim fill out the TAD and PCS checklist themselves rather than an admin clerk.

EMAIL for IATS allows members to receive their travel voucher via email once their claim has been settled. The email address can be military or civilian, and must be annotated on their checklist.

Per MARADMIN 598/01 Cardholders who do not fill out block 2 of the 1351-2 will automatically receive the split disbursement option for lodging and transportation.

Members should include an accurate phone number on the 1351-2 to be contacted in case of a problem.

Members must report to their admin unit upon completion of travel to provide a copy of the claim and to have the claim screened prior to submission to the Finance Office.

Block 10 on the 1351-2 must reflect any advances received by the member. Admin units should research 3270 to ensure the correct amount is indicated on the 1351-2.

Conference fee receipts must be included when settling a claim to indicate meals provided with the fee. If not, the statement "no meals provided" must be included.

Members must identify their official TAD site in their itinerary as the actual site (not the airport where they landed).

PCS claims with TEMINS in route must start the itinerary at the original PDS (vice intermediary TAD sites) even when the member has received partial settlements.

Authorizing Officials signing the 1351-2 must print their name, extension and reason for signature to help the Finance Office research information concerning the claim.

ATM fee reimbursement only applies to those Marines identified as frequent travelers or Cardholders on their orders. Members requesting reimbursement must annotate the withdrawn amount and the ATM fee on the 1351-2.

Per TAN 10-02 all members traveling for more than 45 days must submit a partial settlement after 30 days. This request may be submitted to the office at the TAD site (if USMC) or the Finance Office at the member's PDS.

TEXAS BASED UNITS ONLY

Travel claims can be digitally submitted to the Travel Section OMB via email address:
TVL@MIRAMAR.USMC.MIL

As of June 20th the Finance Office has replied with receipt messages for digitally sent claims. Units not receiving the messages should contact the Finance Office immediately.

OPERATIONS NEWS

OIC - GS11 E.L Berger
CivPay – GS07 P.A Garcia
Contact # - 858-577-1748

CIVILIAN PAY

All Civilian employees requiring assistance from the Finance Office must first go through HRO. HRO will refer employees to the Finance Office as required.

Time sheets are due by 1200 the Thursday before the end of the pay period. Late timesheets may cause a member to not get paid on payday.

COLLECTIONS

If a Marine is in debt to the government (overpayment of travel advance, remission of pay or BAH advance, etc.), the Finance Office cannot process a collection unless the debt has posted to the member's LES or 3270.

UPCOMING DPO

July	2 nd Lt Maltese.
August	GS11 Berger
September	2 nd Lt Maltese

Duty Pay Officer Cell Phone
619 246-7508

